APPLICATION TO CONDUCT RESEARCH



# Please print or type

For Office Use Only

* + - * 1. **IRB #18-**

This form **MUST** be completed and signed by Peggy Jones, Ph.D., Director from the Office for

Accountability, Research, and Measurement, prior to collecting data and conducting research at Pasco County Schools.

**Part I**

# Name:

Mailing Address:

Phone: Fax:

Research Affiliation: (*Attach IRB approval for university request)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Why are you conducting this study? |  | Graduate Course | Thesis | Dissertation |
| Research Interest (not a student) |  | Other (specify) |  |  |

If this is student project, complete the following:

Degree Sought: Project Advisor:

Signature of Advisor:

Are you an employee of the District School Board Pasco County? Yes No If yes, what is your work location?

Signature of Principal (if the study is to be conducted in a school, in the district, and the researcher IS EMPLOYED in the district).

# Pasco County Contact (s): This is an important aspect of your application to conduct research. These individuals are Pasco County administrative staff members responsible for content areas, schools, or locations at which the study is being carried out. These persons serve as a liaison for the project, and are selected because of their interest or expertise in the area(s) of interest. If studies are requested to be done at specific school sites, the principal(s) must be willing to serve as a contact if the application is to be approved.

# Pasco Contact Signature Pasco Location/Department

## Part II

Title of Research Project:

Primary research question(s) and purpose.

Describe or name the instrument you plan to use (if applicable).

Include a copy of the survey form or instrument with your application. Subjects required for your study:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Group | # Needed | Time Required | List schools and/or grades | Specify any other items needed |
| Students |  |  |  |  |
| Classes |  |  |  |  |
| Teachers |  |  |  |  |
| Principals |  |  |  |  |
| Others (specify) |  |  |  |  |

Describe the benefits to students and /or the school district.

Describe (generally) the statistical technique(s) which will be used to analyze your data. Specify the degree to which anonymity will be maintained in reporting results.

List the major activities or phases of your study, approximate timelines for completing each phase and your expected completion date.

List any special services or resources which are required for the completion of your study (e.g., special requests for video taping or audio taping subjects).

## Part III

Attach to this application:

Research proposal that includes the purpose, statistical and design methodology, and benefit to the district.

All research instruments

IRB approval, if applicable

A one-page letter or summary that can be shared with principals describing the tasks that will be required of teachers, students, or schools.

One (1) copy of the final report, thesis, dissertation, or study results with an executive

summary must be submitted to the Office for Accountability, Research, and Measurement no later than one month after submission of the document to the sponsoring institution/agency.

Further, I understand and will abide by the laws related to protection of human subject rights and privacy. I will maintain confidentiality of all records, and I will destroy and eliminate any reference to school, district, or individual identity.

Researcher’s Signature

Date

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Granted: Denied:

Date: / /

Conditions, if any

Signature of Director or Designee Accountability, Research, & Measurement

*Note to Researcher: When seeking approval at the school level, a copy of your approval letter MUST be shown to the school principal.*

Return the completed application and required documentation to by email (pejones@pasco.k12.fl.us) or postal mail to:

Peggy Jones, Ph.D., Director Accountability, Research, and Measurement District School Board Pasco County

7227 Land O’ Lakes Blvd.

Land O' Lakes, Florida 34638